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**From:** Matthew Snell [MSnell@nutter.com]  
**Sent:** 6/30/2015 1:59:21 PM  
**To:** Chin, William [chin.bill@epa.gov]; Michael Leon [MLeon@nutter.com]  
**Subject:** RE: Global Partners - July 1 meeting  
**Attachments:** 2832801v1 (Agenda Global-USEPA 7-1-15 Meeting).PDF

Bill,

In preparation for tomorrow's meeting, please find attached a proposed agenda. We look forward to meeting with you.

Matt

Matthew H. Snell

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**From:** Chin, William [mailto:chin.bill@epa.gov]  
**Sent:** Wednesday, June 24, 2015 1:13 PM  
**To:** Michael Leon  
**Cc:** Matthew Snell  
**Subject:** Global Partners - July 1 meeting

**PRIVILEGED - FOIA EXEMPT**

Michael,

I wanted to briefly touch base with you on a couple of things with regards to next week's meeting.

- (1) The meeting will be held in the Mount Chocorua conference room on the 7<sup>th</sup> floor of our offices. Your group should proceed directly to the meeting room after going through our building's security process.
- (2) I currently expect that Cary Secrest from EPA HQs will be joining the meeting via conference call.
- (3) Does Global have a proposed agenda for the meeting? A list of proposed topics/subject matter could be helpful in making the meeting as productive as possible.

Thanks,  
Bill

Bill Chin  
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